



FAIR POLITICAL PRACTICES COMMISSION

JOB OPPORTUNITY BULLETIN

APPOINTMENT IS SUBJECT TO ADMINISTRATIVE APPROVAL

POSITION: LEGAL ASSISTANT

1 POSITION

DIVISION: LEGAL

SALARY: \$3164 - \$3846

FINAL FILING DATE: JULY 31, 2006 OR UNTIL FILLED

Duties and Responsibilities:

Under the supervision of the General Counsel and general guidance of the Assistant General Counsel, the Legal Assistant (Litigation) performs a variety of tasks to support the work of the Legal Division. Assists in the preparation of legal documents, including briefs and Commission opinions; finalizes and edits pleadings and opinions; compiles, organizes, and prepares exhibits, appendices, or excerpts of record; insures compliance with state and federal court filing requirements; communicates with court clerks, opposing counsel, and witnesses; assists with legal research as directed; proofreads and cites check case law and code sections; organizes and manages litigation files; maintain the litigation calendar; researches Lexis to respond to oral or written inquiries from the public and the Legislature. Also acts as lead providing technical guidance over the Legal Divisions' Office Technician and Senior Legal Typist. Assists with personnel matters and legislative matters. Responds to inquiries and handles simple written requests assistance. Assists with compilation of budget data, proofreading, and backing up support staff.

Desirable Qualifications:

Knowledge of basic legal concepts, terminology, principles, and procedures. Computer experience including Microsoft Word. Good skills in punctuation, grammar and spelling. Ability to organize and set workload priorities. Dependability, good judgment, initiative and ability to work well under pressure. Ability to communicate and interact well with the public and fellow employees.

Who May Apply:

The applicant must be reachable on a current employment list* or be a current or former State employee with transfer or reinstatement eligibility for this classification. All applicants must clearly indicate their basis for eligibility on the State application.

***Applicant must have taken and passed a California State Civil Service examination and be reachable on a current employment list for this classification or an appropriate classification. Applications will be screened and only the most qualified candidates will be scheduled for an interview.**

Where to Apply:

If you wish to be considered for the position, please forward a State application (STD. 678) and resume to:

Fair Political Practices Commission
Legal Assistant Position
428 J Street, Suite 620
Sacramento, CA 95814-2329

Contact: Gail Ziese, (916) 327-8692

06/26/06

It is the policy of the Fair Political Practices Commission to prohibit any form of discrimination based on race, sex, religion, age, national origin, sexual orientation or disability in every phase, or personnel policy and practice, in the recruitment, employment, advancement and/or treatment of all employees and applicants.